



Planner (Associate and Principal)

Department: Development Services

FLSA Designation: Non-Exempt

Salary Grade: 14 & 15

Effective Date: 8/7/2023

General Statement of Duties:

Performs routine and complex professional planning activities involving advanced planning, processing of development applications, and special projects; performs related work as assigned.

Classification Summary:

A Principal Planner is differentiated from an Associate Planner by the level of experience and training, the complexity of the reviews or projects, and the level of direct supervision required.

Associate Planner: Performs entry to journey-level professional planning work including assisting the general public, developers, builders, and County staff by communicating ordinances, policies, and procedures; reviews land use applications for conformity to adopted codes and established plans, enters data into County systems, and long-range planning activities. The position requires some knowledge of County planning policies, procedures, and departmental regulations involving analysis and interpretation. Functions are performed under the supervision and direction of the Assistant Planning Manager and Planning Manager.

Principal Planner: Performs a full range of complex professional land use planning assignments in all program areas including assisting the general public, developers, builders, and County staff by communicating ordinances, policies, and procedures; reviews land use applications for conformity to adopted codes and established plans, enters data into County systems, and long-range planning activities. The position is the technical specialist, and acts as a lead project manager with full responsibility for reviews and processing of varied planning tasks and projects, mentoring Associate Planners. The position requires a thorough knowledge of county planning policies, procedures, and departmental regulations, with responsibility for performing the most complex and specialized planning assignments with considerable independence and initiative under the general direction of the Assistant Planning Manager and/or Planning Manager.

Examples of Duties

- Provides factual and interpretive information to the public, in person, on the phone, or via electronic communication regarding land use planning, policies, ordinance requirements, application filing procedures, and the permit review process;
- Reviews a variety of complex land use entitlements and other agency referrals for consistency with the adopted plans and regulations; develops staff recommendations and writes comprehensive staff reports with clear conditions of permit approval;
- Conducts research involving planning and development issues and impacts by tabulating, analyzing, and interpreting statistical and factual data to develop a basis for a conclusion;
- Researches, collects, and records factual property and resource information from a variety of sources including electronic databases; maintains information in the County's computer database; operates various office equipment;
- Researches, analyzes, and writes comprehensive planning reports, ordinances, resolutions, comprehensive plans, subarea plans, and other land use plans and amendments;
- Performs field inspections to determine compliance with permit approval conditions and to verify the accuracy of information submitted as part of the application process;
- Coordinates application and review processes with other affected agencies and parties;

- Meets with technical and citizens advisory committees to present and discuss or formulate policy recommendations;
- Coordinates the update of zoning maps, subdivision maps, land use maps, transportation maps, impact area maps, gravel pit and cell tower maps, agricultural use maps, school district maps, and related maps and documents with the GIS Division;
- Presents to the public, Planning and Zoning Commission, and Board of County Commissioners related to application processes, recommendations, and draft findings;
- Prepares requests for a variety of consultant proposals and monitors progress and adequacy of consultant work based on specific contract provisions;
- Participates as part of a team to complete planning duties and to identify ideas for efficiencies within the Department's operations;
- Maintains a positive attitude of cooperation in the performance of work assignments, including adaptability, flexibility, and proactive engagement with customers, clients, and co-workers including problem-solving, decision-making, organization, and time management;
- Provides outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict;
- Performs all work duties and activities in accordance with County policies, procedures, and safety policies;
- Performs other related duties as required.

Other Duties– Principal Planner

- Under the direction of the Assistant Planning Manager and/or Planning Manager, assists in implementing job standards and performance levels, provides direction to professional staff in determining the level of significance, priority status, and appropriate methodological analysis for studies;
- Assists with training and reviewing others' work including a variety of planning projects and development applications;
- Functions as Project Manager and Team Lead on complex projects/cases.

Knowledge, Skills, and Abilities

Associate Planner

Working knowledge and abilities

Principal Planner

Thorough knowledge and demonstrated abilities

Knowledge of:

- Principles, practices, techniques, and quantitative methods of land use planning;
- Resource management practices and techniques as applied to land use planning and techniques and methods involved in the preparation and implementation of long-range plans and amendments;
- Current and long-range County planning and development objectives, ordinances, and codes;
- Current County ordinances and codes governing zoning, development, design, subdivision, sign, and other applicable issues;
- State and other applicable statutes, case law, and court decisions governing planning, zoning, development, and land use issues and practices;
- Best practices in customer services;
- Project Management principles and best practices;
- Computer and quantitative methods, word processing, and graphic techniques applicable to land use planning;
- Communication methods, report writing, and presentations;
- Geographic Information Systems and Microsoft Office suite of programs.

Ability to:

- Research, analyze, evaluate, and draw logical conclusions from data;
- Interpret, understand, explain, and apply complex planning laws, ordinances, codes, and regulations applicable to planning projects and studies;
- Read and interpret maps, aerial photos, and legal descriptions; read, interpret, and apply ordinances, laws, policies, and procedures;
- Collect and tabulate statistical data and perform calculations to complete percentages, averages, land acreages, and distances;
- Resolve conflicts and maintain cooperative relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials, and staff; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis;
- Communicate effectively by preparing a variety of clear and concise oral presentations and planning reports;
- Manage and complete multiple tasks or projects in a timely manner;
- Communicate effectively in writing by preparing clear and concise planning reports, correspondence, and memoranda;
- Facilitate cooperation and consensus by participating and working cooperatively in a team framework;
- Utilize and operate various office machines including a personal computer for office usage and project application.

Acceptable Experience and Training**Associate Planner**

- Bachelor's Degree in Planning or a closely related field, with planning courses included as part of the curriculum;
- One year of experience in planning or community development, or a closely related field is preferred;
- Demonstrated experience in customer service;
- Any combination of training, education, and/or experience which provides the knowledge, skills, abilities, and required conditions of employment listed.

Principal Planner

- Bachelor's Degree in Planning or a closely related field, with planning courses included as part of the curriculum;
- Three years' experience in land use planning or a closely related field, with at least one of those years' experience at a public agency;
- Any combination of training, education, and/or experience which provides the knowledge, skills, abilities, and required conditions of employment listed.

Special Qualifications

- Principal Planner - AICP Certification preferred. If not in place at time of hire, the candidate must be qualified within one year to apply to take the AICP exam; certification must be in place within eighteen months of date of hire;
- Idaho driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;

- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and review, evaluate, and prepare various written material, technical documents, blueprints, and plans.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems, adjust equipment, and operate a motor vehicle;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability, or genetics.